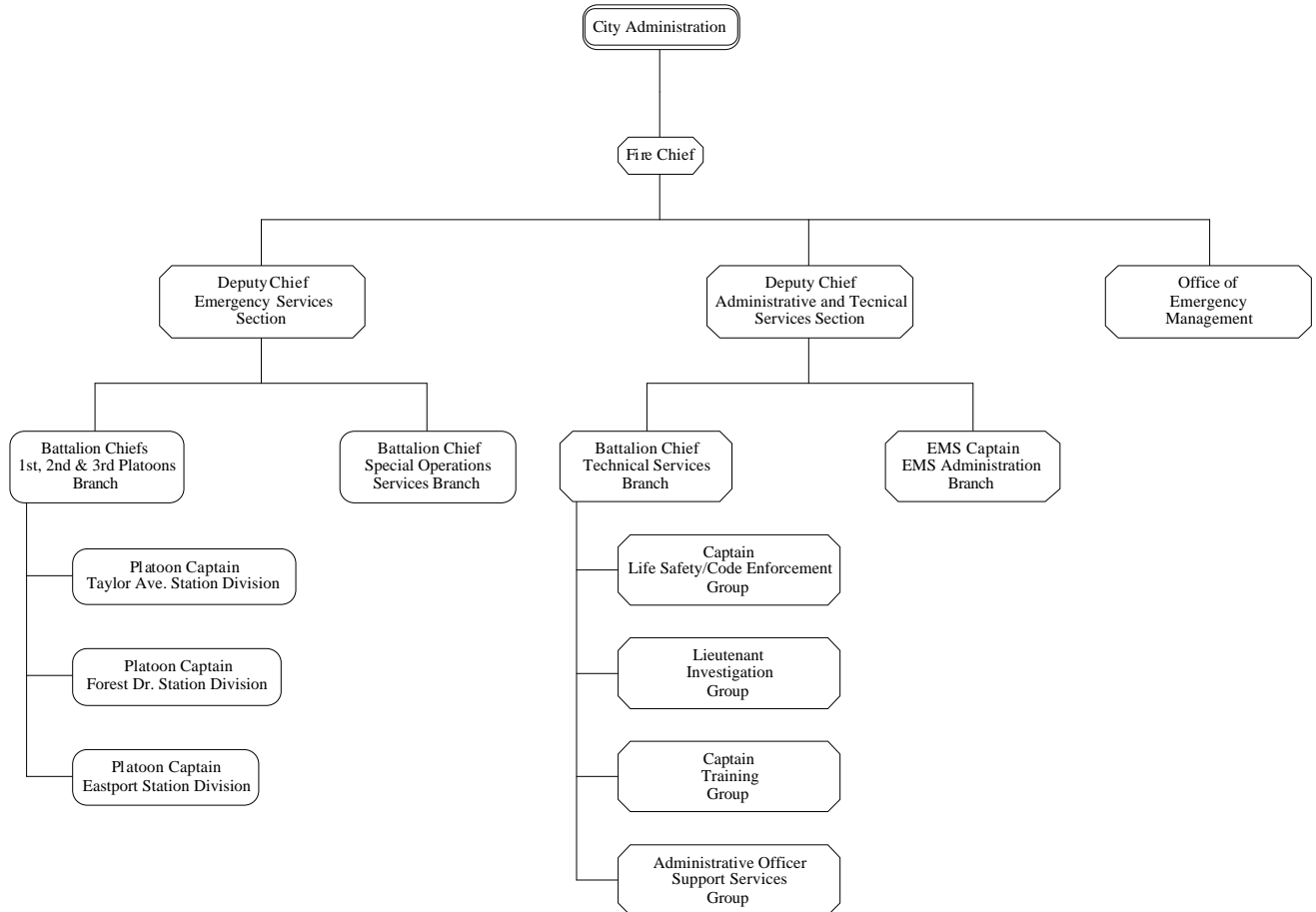


# CITY OF ANNAPOLIS

## Fire Department

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## Fire Department Service Delivery Programs

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### Fund Support:

General Fund

### Description:

The Annapolis Fire Department is an all-hazards emergency service agency that provides the following services: fire suppression, emergency medical services, technical rescue response, hazardous materials technical response, response to weapons of mass destruction, marine rescue/firefighting and bomb squad services. These services are carried out by three engine companies, two truck companies, and three advance life support paramedic units. The department utilizes a rescue/haz-mat squad dependent on staffing from an engine company and a fireboat dependent on staffing from a truck company. The Fire Marshal's Office Investigation Section provides the staff and equipment for bomb squad activities. The department provides the following non-emergency services: fire prevention/life safety, fire investigation and public education.

### Mission:

The Annapolis Fire Department exists to provide a safe environment for the community by minimizing the impact of fire, disaster, hazardous conditions, illness and injury through information, public education, quality service and efficient utilization of resources.

### Goals &

#### Objectives:

- Enhance public safety by minimizing the impact of fire, disaster, and hazardous conditions by implementing programs (e.g., fire suppression) in accordance with guidelines established by National Agencies.
  - Use NFPA 1710 deployment objectives as guideline for fire suppression.
  - Enhance Risk Assessment.
  - Reduce apparatus maintenance down-time.
  - Enhance Safety Program.

- Apparatus and vehicle/vessel replacements.
- Enhance Fire Training Program.
- Assess Standard of Coverage (SOC).
- Maintain HazMat and WMD equipment.
- Minimize the impact of illness and injury to the citizens of Annapolis and surrounding areas by effective management of the Emergency Medical Services.
  - Minimize paramedic overtime and maximize paramedic rotation to reduce burnout.
  - Add four Authorized Advanced Life Support Provider Positions.
  - Enhance EMS Data Management.
  - Implement Electronic Inventory System for EMS Supplies.
  - Enhance Emergency Medical Services Quality Assurance/Quality Improvement.
- Develop and deliver Public Education Program in response to risk assessments and community targeted educational needs.
  - Increase time dedicated to Life Safety Education.
  - Develop and construct a Public Education Showroom/Classroom.
  - Enhance data collection and reporting for Public Education Activities.
  - Form community outreach group including Hispanic Community.
  - Form Juvenile Fire-setter Intervention Coalition.
- Manage all fire inspections and code enforcement needs of the City.
  - Continue to evaluate the Fire Prevention Codes.
  - All commercial buildings inspected at a maximum time interval of three years.
  - Develop Comprehensive Inspection Guidelines for the Manual.
  - Study methods for improving and updating record keeping.
- Ensure efficient utilization of resources.

## Fire Department Service Delivery Programs

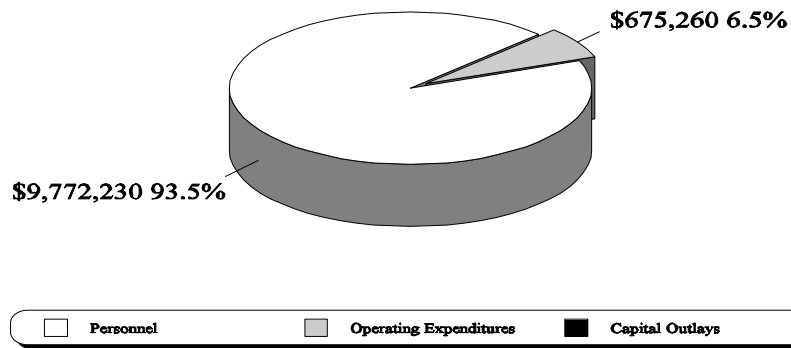
- continued -

- Explore opportunities for generating and obtaining funds.
- Conduct pro-active budget analysis.
- Conduct Facilities Assessment concurrent with Eastport Fire Station renovation /replacement.
- Review AA County Service Support.
- Allocate administrative tasks to appropriate personnel.
- Create a high quality and diverse workforce for the Annapolis Fire Department.
  - Assign a full-time recruitment facilitator.
  - Identify and target recruitment efforts to include candidates from groups that have been left out.
  - Develop a Cadet Program.
  - Fully integrate the department's
- Community Outreach Program with recruiting efforts.
- Develop a process whereby the appointing authority selects from a top group of qualified candidates for entry positions.
- Review existing policy regarding nepotism, educate department and update when necessary.
- Reorganize top of department to provide a better division of labor between Operations and Administration.
- Negotiate with union to allow the appointing authority to select from the top 10 for promotion.
- Reclassify Firefighter positions into five classifications.

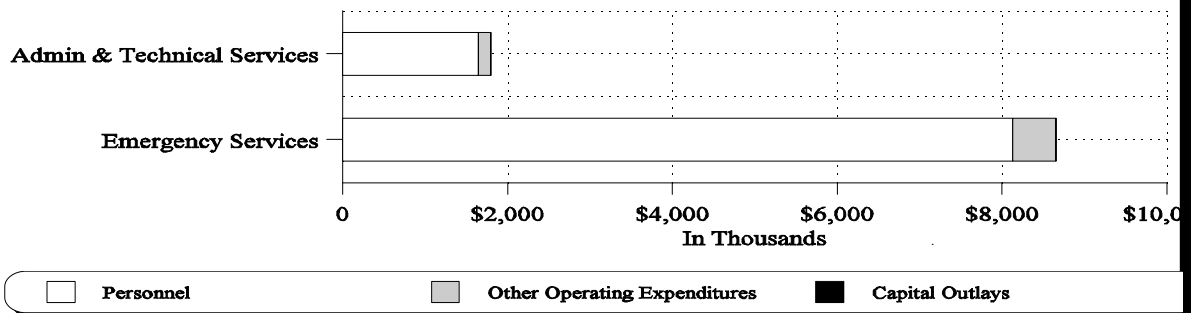
<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Adopted</i>	<i>FY 2006 Adopted</i>	<i>Percent Change</i>
Fire - Emergency Services	\$7,248,600	\$6,901,030	\$8,652,900	25.39%
Fire - Administrative and Tech. Services	1,516,330	1,438,550	1,794,590	24.75%
<b>Total Expenditures</b>	<b>\$8,764,930</b>	<b>\$8,339,580</b>	<b>\$10,447,490</b>	<b>25.28%</b>

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Adopted</i>	<i>FY 2006 Adopted</i>	<i>Percent Change</i>
Personnel	\$7,781,080	\$7,696,360	\$9,772,230	26.97%
Other Operating Expenditures	968,880	643,220	675,260	4.98%
Capital Outlays	14,970	0	0	N/A
<b>Total Expenditures</b>	<b>\$8,764,930</b>	<b>\$8,339,580</b>	<b>\$10,447,490</b>	<b>25.28%</b>

### Fire Department *Budget By Expenditure Type*



### Fire Department *Budget By Division*



## Fire Department Staffing Summary

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	<i><b>FY 2004 Actual</b></i>	<i><b>FY 2005 Adopted</b></i>	<i><b>FY 2006 Adopted</b></i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Fire - Civilian	5	5	5
Fire - Uniformed	98	98	105
<b>Department Total</b>	<b>103</b>	<b>103</b>	<b>110</b>

### Staffing Summary By Position - FY 2006 Permanent Positions

	<u>Total FTE</u>		<u>Total FTE</u>
<i>Emergency Services:</i>		<i>Administrative and Technical Services:</i>	
Fire Battalion Chief .....	3	Fire Chief .....	1
Fire Captain .....	3	Deputy Fire Chief .....	2
Fire Lieutenant .....	12	Fire Battalion Chief .....	1
EMS Lieutenant .....	3	Fire Captain .....	2
Firefighter 1/C .....	27	EMS Captain .....	1
Firefighter .....	44	Fire Investigator (Lieutenant) .....	1
		Fire Marshal Lieutenant .....	1
		Fire Investigator (Firefighter 1/c) .....	1
		Inspector (Firefighter 1/c) .....	2
		Firefighter (Special Ops) .....	1
		Civilian:	
		Fire Inspector .....	1
		Administrative Office Associate .....	1
		Fire Administrative Officer .....	1
		Fire Apparatus Maintenance Specialist ..	1
		Office Associate IV .....	1

*Note: A combination of firefighters and Firefighter 1/C, for a total of 27, are Paramedic positions.*

## Administrative & Technical Services

Fire Department

General Fund

Administrative and Technical Services consists of the following offices: Fire Marshal's Office, Special Operations (*formally Training/Safety*) Division and the administrative office's.

explosion and other hazards through prevention, education, code enforcement and fire and explosion investigation. To enforce the City Code, the State Fire Prevention Code and the Fire Laws of Maryland.

### ***Fire Marshal's Office:***

#### **Description:**

The mission is to preserve life from fire,

<b><i>Budget Summary</i></b>	<b><i>FY 2004 Actual</i></b>	<b><i>FY 2005 Adopted</i></b>	<b><i>FY 2006 Adopted</i></b>	<b><i>Percent Change</i></b>
Personnel	\$1,307,220	\$1,293,180	\$1,641,980	26.97%
Other Operating Expenditures	209,110	145,370	152,610	4.98%
<b>Total Expenditures</b>	<b>\$1,516,330</b>	<b>\$1,438,550</b>	<b>\$1,794,590</b>	<b>24.75%</b>

## Emergency Services

Fire Department

General Fund

### Description:

To protect against injury or loss of life by fire, accident or hazardous condition and safeguarding of property through the prompt extinguishment, control or abatement of an incident utilizing resources provided by the Mayor and Council.

Emergency services consists of the eighty-six personnel who staff the fire engines, truck companies, rescue truck, fireboat and medical units of the department. They are the first line of defense against the perils of fire, accident or hazardous conditions.

Other departments of the City use Emergency Services to accomplish tasks requiring the unique equipment of this department.

Emergency Services assists the Fire Marshal's Office in conducting in-service inspections and public education programs.

### Accomplishments:

- The department increased the minimum staffing

on one of its ladder trucks to three without an enhancement to its budget.

- The department purchased a replacement ladder truck for the Eastport Fire Station.
- The department applied for and received a federal grant to fund a mandatory physical fitness program.
- The department complied with its annual requirements to remain accredited with the Commission on Fire Accreditation International.

### Emergency Medical Services:

#### Description:

Responsible for providing emergency health care, rescue, and related services to the citizens and visitors of the City of Annapolis, and for providing transportation to the closest appropriate health care facility.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Adopted</i>	<i>FY 2006 Adopted</i>	<i>Percent Change</i>
Personnel	\$6,473,860	\$6,403,180	\$8,130,250	26.97%
Other Operating Expenditures	759,770	497,850	522,650	4.98%
Capital Outlays	14,970	0	0	N/A
<b>Total Expenditures</b>	<b>\$7,248,600</b>	<b>\$6,901,030</b>	<b>\$8,652,900</b>	<b>25.39%</b>